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Senate Meeting November 1, 1955

Academic Senate
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SENATE MEETING
November 1, 1955

The meeting was called to order by Dean Larsen with all members present except Miss French, Mrs. Hall, Dr. Hardy, Mr. Horton, Mr. Kinneman, Miss Kirchhoefer, Miss Parker, Mr. Replogle, Miss Terrill, Mr. Toll, and Mr. Wade. Mr. Sands attended representing the Department of Social Science.

The Dean asked Mr. Glasener, Chairman of the Appointment, Promotion, and Tenure Committee to make an announcement. Mr. Glasener distributed materials to heads of departments on which recommendations are to be made to the APT Committee. One copy should be turned in to Mrs. King in the President's Office by December 7. The other copy may be retained in departmental files. Mr. Glasener said that it is expected that the \$20.00 increment will be available this year and that other rules and regulations will be much the same as last year. He stressed the importance of evaluating the work of those not yet on tenure and raised a question as to whether or not it was wise to grant sabbatical leaves before tenure has been established. Also he stressed departmental recommendation as being very important. Mr. Holmes reported that there will be a meeting of the Joint Salary Schedule Committee on our campus on November 12.

Dean Larsen next asked Miss Brenneman to make a report on the admissions policy as it was applied this year. Materials were distributed reporting (1) Applications processed, (2) Those requiring committee action, (3) Distribution of total enrollment by high schools, counties, states, etc., (4) Tabulation of prospective visitors during the 1954-1955 school year shown by months, (5) Comparative enrollments by counties covering a four-year period, (6) Enrollment and rank in class of all entering freshmen shown by departments, and (7) A question and answer booklet which is available in considerable quantity to be given to prospective students. With reference to item 2 concerning committee action, a question was raised for which the answer was not available at the meeting. (The following information is given to answer the question concerning the results of the test and interview possibilities. It is the same information broken down in a different way.)

Committee Action 1955

Without Test and Interview

Accepted (25 did not come)	133	
Not Accepted	<u>57</u>	190

Had Opportunity to Take Test and Interview

Accepted (3 did not come)	28	
Not Accepted	12	
Did Not Respond	<u>30</u>	<u>70</u>
Total Involving Committee Action		260

After the report had been considered, Mr. Holmes moved that the same admissions policy be applied for another year. Mr. McCormick seconded the motion and it was carried.

Dean Larsen asked department heads to give consideration to needs in space and teaching personnel as well as janitorial service, grounds needs, etc., and to give him a report before the Christmas holidays covering such matters to be included in the Board Report for January.

The Dean announced that the Joint Council of Higher State Institutions in Illinois has asked for names of those who would be interested in working with department heads from other schools in considering the possibilities in improvement of instruction. Mr. Ullsvik of our staff is chairman of the Advisory Committee on this subject and has asked for names of those who would be interested in serving. Heads of departments interested should notify Dean Larsen.

The Dean asked for reactions as to interest in reports of accomplishments of students who are permitted to carry more than 17 semester hours per semester. The reaction indicated that these reports are of interest and should be made available. It was also suggested that comparable reports concerning employed students would be of interest.

The Dean called attention to a request from the Registrar's Office asking that consideration be given to a problem involving the signatures of heads of departments on Institutional Credit blanks. This problem is acute during the latter part of August and the first part of September when faculty members are many times not available. Miss Kirchhoefer raises a question as to whether her office might sign the statement and that department heads indicate only those cases in which it should not be done. The question was raised as to the legality of the situation and it was suggested that further checking be done before action is taken. (It was later found that blank is to be signed by "Department head, advisor, or Registrar of Department of Education.") It was also suggested that the names of graduates might be put on Institutional Credit blanks to be signed by the departments involved in advance of the period when heads of departments may not be available.

Dean Larsen asked for a reaction to a suggestion that has been made with reference to the possibility of having those making out programs list the course only or with the possibility of listing the hour also to make it possible for the enrolling committee to indicate the section, etc. This would be especially desirable in Education and Psychology 101, 102, 111, and 115; English 110 and 111; Social Science 111, 112, 113, and 114; and Speech 110. Probably an exception would be in the elementary curriculum especially in Education 101 and 102. No action was taken, but it was believed that something might be worked out in this connection. It was suggested that where changes are made in the enrolling room, duplicate copies of the new program might be made out, one to be given to the student and one to be turned in to the head of the department concerned.

Mr. Sands called attention to some items proposed by Mr. Kinneman, who did not find it possible to attend the meeting, and asked whether time could be given to them or whether they should be incorporated in the minutes. Dean Larsen said he was glad to receive the suggestions, but that he did not believe that it was necessary to take them up at the late hour or to incorporate them in the minutes.

Mr. Hiatt moved that all departments and divisions cooperate in requiring all juniors to take the standard test in English mechanics on January 24. Mr. Holmes seconded the motion and it was carried. It was agreed that the procedure to be used in taking care of those who do not take the examination on that date could be worked out later.

A question was raised with reference to the smoking regulation. It was suggested that more should be done to enforce the regulation of no smoking on the campus except for designated areas or to change the regulation. It was agreed that this item should be placed on the agenda for consideration at the next meeting.

The meeting adjourned at 5:40.

Elsie Brenneman
Secretary

Agenda:

1. Signature of head of department on Institutional Credit blank.
2. Smoking on campus.